

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

DEPUTY ATTORNEY GENERAL Advisory Division

Summary:

Provides legal representation on behalf of state government agencies and clients and legal services to carry out various functions and responsibilities of the Office of Attorney General.

Essential Duties and Responsibilities:

- Required to draft opinions and advisory letters to government officials
- Assist numerous state boards, commissions and agencies in researching legal matters, as well as helping to conduct meetings and adjudicatory hearings
- Review state contracts, leases, and memoranda of understanding for form and legality as well as assist agencies in drafting such documents
- Review administrative rules for form and legality as well as assisting in drafting such rules
- Serve as an administrative law judge for the attorney general's office as well as other state agencies requiring said services
- Review and prepare responses to public records requests submitted to the Office of Attorney General
- Provide legal counsel and associated services to state agency and quasi-agency clients
- Other assignments and tasks as assigned by Chief Counsel
- Produce a high volume of work in all described areas

Qualifications:

- Must be licensed to practice law in the State of Indiana
- Must have strong research and writing skills, be capable of consistently meeting deadlines, and be able to analyze complex questions of law
- The applicant should have a familiarity with the operations of state government
- Experience with business transactions including the areas of leasing, debt instruments and commercial paper is preferred
- The applicant must be able to competently manage client relationships and communications and to effectively communicate with supervisors and colleagues